

GRAMMAR SUMMARY

UNIT 1

PRESENT SIMPLE

Affirmative	
I	agree
he / she / it	agrees
you / we / they	agree

Negative		
I	don't	agree
he / she / it	doesn't	
you / we / they	don't	

Question		
do	I	agree?
does	he / she / it	
do	you / we / they	

El *present simple* se utiliza para hablar de

- hábitos o actividades regulares.
I play tennis every day.
- hechos o cosas que son siempre ciertas.
Water boils at 100°C.
Olympic athletes train very hard.
- un acontecimiento futuro o programado.
Her train arrives at 11.30.

PRESENT CONTINUOUS

Affirmative		
I	'm	thinking
he / she / it	's	
you / we / they	're	

Negative		
I	'm not	thinking
he / she / it	isn't	
you / we / they	aren't	

Questions		
am	I	thinking?
is	he / she / it	
are	you / we / they	

El *present continuous* se utiliza para hablar de

- acciones en curso en el momento en que se habla.
He's having breakfast in the kitchen.
- situaciones transitorias.
We're staying with friends for a week.
- planes de futuro.
We're leaving at 8.30.

STATE VERBS

State verbs
<i>He doesn't like spaghetti.</i>
<i>I understand what you're saying.</i>
<i>We know what you've been doing.</i>

Existen ciertos verbos que casi nunca se utilizan en *present continuous*, *present perfect continuous* o *past continuous*. Son los llamados verbos de estado (*state verbs*). Los más comunes son:

Verbos de pensamiento: *understand, know, remember, believe, forget*

Verbos de gustos y aversiones: *like, love, prefer, hate*

Verbos de estado y posesión: *be, own*

THE GERUND

The gerund
<i>Dancing is great fun.</i>
<i>He explained the reason for making extra copies.</i>
<i>I don't mind lending it to you.</i>

El *gerund* (nombre verbal) se utiliza

- como sujeto de una frase.
Smoking is bad for you.
Shopping can be really boring.
- detrás de preposiciones.
The thought of going on holiday was exciting.
They were accused of stealing three bikes.
- detrás de ciertos verbos. Entre otros: *admit, avoid, can't stand, consider, don't mind, finish, give up, mention, practise, risk, suggest.*
He admitted stealing the bikes.
She suggested going to the cinema.

WANT

want
<i>I want you to get a good education.</i>
<i>Her friends want her to go out on Saturday.</i>
<i>We want him to do well in his exams.</i>

La construcción *want* + el objeto + infinitivo se utiliza para hablar de lo que queremos que otros hagan.

UNIT 2

PAST SIMPLE

Affirmative		
I / he / she / it / we / you / they	passed	
Negative		
I / he / she / it / we / you / they	didn't	pass
Questions		
did	I / he / she / it / we / you / they	pass?

El *past simple* se utiliza

- para hablar de sucesos o acciones del pasado que ya han concluido.
I left Spain in 1998.
What time did you finish your homework?
- para hablar de algo que sucedía con regularidad en el pasado.
They played basketball after school everyday.
He went to French classes for years.
- detrás de *when*.
We walked to school when we lived in Carmona.
When did you leave?

PAST CONTINUOUS

Affirmative		
I	was	eating
he / she / it	was	
we / you / they	were	
Negative		
I	wasn't	eating
he / she / it	wasn't	
we / you / they	weren't	
Questions		
was	I	eating?
was	he / she / it	
were	we / you / they	

El *past continuous* se utiliza

- para hablar de una acción que estaba en curso en un momento determinado del pasado.
At 12.00 I was talking to María on the phone.
- para hablar de una acción interrumpida en el pasado.
I was cooking my dinner when the doorbell rang.
- detrás de *while* o *as*.
While I was walking, it started to rain.
As he was leaving, he saw her.

PAST PERFECT SIMPLE

Affirmative		
I / he / she / it / we / you / they	had	finished
Negative		
I / he / she / it / we / you / they	hadn't	finished
Questions		
had	I / he / she / it / we / you / they	finished?

El *past perfect simple* se utiliza para hablar de

- acciones o situaciones del pasado anteriores a otra acción o situación.
Susie looked in her bag. She'd forgotten her mobile phone!
- acciones anteriores a un momento específico del pasado.
By 6.00 we had washed the dishes and cooked a pizza.



¡CUIDADO!



after suele ir seguido de *past perfect*.
After we'd finished dinner, we went for a walk.

USED TO

Affirmative		
I / he / she / it / you / we / they	used to	live in London
Negative		
I / he / she / it / you / we / they	didn't use to	live in London
Questions		
did	I / he / she / it / you / we / they	use to live in London?

used to se utiliza para hablar de un hábito, actividad regular o situación del pasado.

- I used to cycle to school.*
We didn't use to have video recorder.
Where did you use to live?

GET USED TO

Tense	Form	
Infinitive	<i>to get used to</i>	walking to work
present continuous	<i>I'm getting used to</i>	
past simple	<i>I got used to</i>	
past continuous	<i>I was getting used to</i>	
present perfect	<i>I've got used to</i>	
past perfect	<i>I'd got used to</i>	
<i>will</i>	<i>I'll get used to</i>	
<i>going to</i>	<i>I'm going to get used to</i>	
future continuous	<i>I'll be getting used to</i>	
future perfect	<i>I'll have got used to</i>	

get used to se utiliza cuando algo extraño va convirtiéndose en familiar o normal.

They got used to working nights.

He's getting used to wearing glasses.

BE USED TO

Tense	Form	
Infinitive	<i>to be used to</i>	waking up early
present simple	<i>I'm used to</i>	
past simple	<i>I was used to</i>	
present perfect	<i>I've been used to</i>	
past perfect	<i>I'd been used to</i>	
<i>will</i>	<i>I'll be used to</i>	

be used to se utiliza cuando algo deja de ser extraño o desconocido, y se convierte en normal.

She's used to driving on the motorway.

We're used to having sandwiches for lunch.

Nota: para la forma y el uso del *past simple* consulta la página 2.

PRESENT PERFECT SIMPLE

Affirmative		
I	've	practised
he / she / it	's	
you / we / they	've	
Negative		
I	haven't	practised
he / she / it	hasn't	
you / we / they	haven't	
Questions		
have	I	practised?
has	he / she / it	
have	you / we / they	

- El *present perfect* se utiliza para hablar de
- algo que comenzó en el pasado y que continúa en el presente.
I've worn glasses since I was seven.
How long have you lived here?
 - experiencias vitales, cuando no se especifica cuándo tuvieron lugar.
We've visited South America twice.
Have you ever been on a motorbike?
 - algo que sucedió en el pasado y que tiene un efecto en el presente.
I've forgotten their phone number. (I haven't got their phone number now.)



¡CUIDADO!



- El *past simple* se utiliza con expresiones de tiempo y fechas; el *present perfect*, cuando no se menciona el momento o la fecha.
He's gone. He left yesterday.
'Have you done your homework?'
'I did it last night.'
- *been* y *gone* tienen significados diferentes.
He's been to Granada. (He went and came back.)
He's gone to Granada. (He's still there.)

FOR AND SINCE

for
He's had a motorbike for two months.
They've lived in Portugal for ten years.

since
He's had a motorbike since his birthday.
I've known my best friend since I was four.

for y *since* se utilizan para expresar durante cuánto tiempo ha continuado una acción hasta el presente.

- *for* se utiliza para hablar de un periodo de tiempo.
I've been here for three days / a month / a year / a long time.
- *since* se utiliza para hablar de un momento concreto en el tiempo.
I've known how to surf since I was fifteen / since last summer / since I went to Cornwall.

ALREADY, JUST AND YET

already
They've already bought their Christmas presents.
She's already seen that film.

just
He's just had his breakfast.
I've just sent an e-mail to Mary.

yet
He hasn't had lunch yet.
Have you finished yet?

- *already* y *just* se utilizan detrás de *have / has* y delante del *past participle*.
John has already finished the exam.
She's just left the house.
- *yet* se coloca al final de las frases. Se utiliza en oraciones negativas e interrogativas.
Have you seen Harry Potter yet?
I haven't read the book yet.

UNIT 4

Nota: para la forma y el uso del *present continuous* consulta la página 1.

WILL

Affirmative		
I / he / she / it / we / you / they	'll	learn
Negative		
I / he / she / it / we / you / they	won't	learn
Questions		
will	I / he / she / it / we / you / they	learn?

will se utiliza para hablar de

- decisiones tomadas en el momento en que se habla.
'The window is open.'
'I'll close it.'
- predicciones de carácter general.
It'll rain next week
You won't like it here.

GOING TO

Affirmative		
I	'm	going to swim
he / she / it	's	
we / you / they	're	
Negative		
I	'm not	going to swim
he / she / it	isn't	
we / you / they	aren't	
Questions		
am	I	going to swim?
is	he / she / it	
are	we / you / they	

going to se utiliza para hablar de

- intenciones y planes de futuro, una vez que se ha tomado una decisión.
I'm going to get a job next year.
- predicciones basadas en una evidencia apreciable en el momento en que se habla.
Listen to the wind. There's going to be a storm.

FUTURE CONTINUOUS

Affirmative			
I / he / she / it / we / you / they	will	be	listening
Negative			
I / he / she / it / we / you / they	won't	be	listening
Questions			
will	I / he / she / it / we / you / they	be	listening?

El *future continuous* se utiliza para hablar de algo que estará en curso en un momento determinado del futuro.

What will you be doing on Saturday evening?

I'll be having dinner with Sarah.

They'll be playing football tomorrow afternoon.

FUTURE PERFECT

Affirmative			
I / he / she / it / we / you / they	will	have	understood
Negative			
I / he / she / it / we / you / they	won't	have	understood
Questions			
will	I / he / she / it / we / you / they	have	understood?

El *future perfect* se utiliza para hablar de algo que habrá concluido en un momento determinado del futuro.

I'll have finished this letter soon.

By the time I'm 30 I'll have travelled the world.

They'll have had their car for 2 years next month.

UNIT 5

THE PASSIVE

Active

Many students use computers.

Passive

Computers are used by many students.

Present simple passive

I	'm	invited
he / she / it	's	
you / we / they	're	

Past simple passive

I / he / she / it	was	invited
you / we / they	were	

Present perfect simple passive

I	've	been	invited
he / she / it	's		
you / we / they	've		

- El objeto de una oración activa es el sujeto de la misma oración en voz pasiva.
- La forma pasiva del *present simple* se construye con el *present simple* del verbo *to be* + un *past participle*.
- La forma pasiva del *past simple* se construye con el *past simple* del verbo *to be* + un *past participle*.
- La forma pasiva del *present perfect simple* se construye con el *present perfect simple* del verbo *to be* + el *past participle* del verbo principal.
- La oración pasiva se utiliza cuando no se sabe quién realizó la acción o cuando se tiene mayor interés en la acción que en su autor.
A new drug is being tested.
My purse has been stolen.
- Puede utilizarse *by* detrás del verbo en pasiva para indicar qué o quién realiza la acción.
It was painted by Cézanne.
The team will be chosen by the manager.

¡PUNTOS EXTRA!

La construcción *have / get* (algo) *done* se utiliza para hablar de acciones que son realizadas por otros.
I've had my bike repaired. = Someone else repaired my bike, I didn't do it myself.
She got her hair cut. = Someone cut her hair, she didn't cut it herself.

UNIT 6

CONDITIONAL SENTENCES

First conditional

If + present simple + *will* + infinitive

If you see the film, you'll understand.

El condicional de primer grado se utiliza para hablar de

- posibles o probables situaciones futuras.
If it's cold tomorrow, I won't walk to college.
If she doesn't go to the party, she won't see David.
- promesas y advertencias.
If you forget her birthday, she'll be upset.
If we eat now, we won't be hungry when we get to the restaurant.

Second conditional

If + past simple + *would* + infinitive

If you saw the film, you'd understand.

El condicional de segundo grado se utiliza para

- hablar de situaciones irreales o improbables en el presente o en el futuro.
If I had more money, I'd buy it for you. (It is unlikely that you will have more money.)
If you had a car, you could learn to drive. (You don't have a car, so you won't learn to drive.)
- dar consejo.
If I were you, I'd put some suntan lotion on.
If he lived in Germany, he'd learn German.

Third conditional

If + past perfect + *would have* + past participle

If you had seen the film, you would have understood

El condicional de tercer grado se utiliza para hablar de cosas que no tuvieron lugar en el pasado.

If I had known you were coming, I would have made some dinner. (I didn't know you were coming so I didn't make any dinner.)

¡PUNTOS EXTRA!

- La proposición que lleva *if* puede colocarse delante o detrás de la proposición principal. El significado es el mismo en ambos casos. Si se coloca delante, se utiliza coma.
If I'd remembered your birthday, I would have sent you a card.
I would have sent you a card if I'd remembered your birthday.

DEFINING RELATIVE CLAUSES

Las subordinadas de relativo aportan información adicional acerca de algo. Los pronombres relativos *who, which, that, where* y *whose* se utilizan para introducir una subordinada de relativo.

Defining relative clauses

*That's the boy **who** I play football with.*
*The shop **where** I bought this top is near here.*
*The computer **that** we bought stopped working.*

- Las subordinadas especificativas de relativo (*defining relative clauses*) especifican o definen aquello de lo que se habla. Aportan información adicional sobre alguien o algo.
- *who* o *that* se utilizan para hablar de una persona.
The man who works in the shop is very friendly.
The girl that I met at the party had long, brown hair.
- *which* o *that* se utilizan para hablar de una cosa.
The pen which I lost was silver.
The car that we bought was really good.
- *whose* se utiliza para los posesivos.
That's the woman whose son is an athlete.

+ ¡PUNTOS EXTRA! +

En las subordinadas especificativas de relativo puede omitirse el pronombre relativo cuando este realiza la función de objeto directo.
That's the book (that) I bought.
(that refers to the book, and is the object of the verb bought)
She's the girl (who) I met.
(who refers to the girl, and is the object of the verb met)

NON-DEFINING RELATIVE CLAUSES

Non-defining relative clauses

*The book, **which** wasn't expensive, was fascinating.*
*Maria, **who** has been in London, is coming home tomorrow.*
*David, **whose** brother lives near me, works in that shop.*

- Las subordinadas explicativas de relativo (*non-defining relative clauses*) proporcionan información que no es esencial para el significado de la oración.
Mr Thompson, who works in the shop, is very friendly.
- Los pronombres relativos no pueden omitirse en las subordinadas explicativas de relativo.
The criminal, who the police were following, escaped.
- Es posible unir dos frases cortas mediante un pronombre relativo para hacer una frase más larga.
Alison's sister is called Debbie. She's a nurse.
Alison's sister, who's a nurse, is called Debbie.
- Las subordinadas explicativas de relativo van separadas del resto de la frase por comas.
We went to Bristol, where my brother used to live, at the weekend.

! ¡CUIDADO! !

En las subordinadas explicativas de relativo no se utiliza *that*.
My scooter, ~~that~~ I got for my birthday last year, has never broken down. ✗
My scooter, which I got for my birthday last year, has never broken down. ✓

REPORTED SPEECH: STATEMENTS

Direct speech	Reported speech
'I love the hotel.'	She said that she loved the hotel.
'We're having a wonderful time.'	He said that they were having a wonderful time.
'I worked for ten hours.'	He said he'd worked for ten hours.
'You've never written to me.'	She said he'd never written to her.
'I'll see you soon.'	He said he'd see her soon.

- Si el *reporting verb* (por ejemplo *said* o *told*) está en pasado, el verbo en estilo directo retrocede un tiempo verbal al pasar a estilo indirecto.
 present simple → past simple
 present continuous → past continuous
 past simple → past perfect simple
 present perfect simple → past perfect simple
will → *would*
can → *could*
- Los verbos modales *should*, *could*, *would*, *might* y *ought to* no cambian al pasar a estilo indirecto.
'We might come.' She said that they might come.
I could be there by 8.00.' He said he could be there by 8.00.
- Los pronombres y adjetivos posesivos sí cambian.
'I'm watching you.' He said that he was watching him.
'We've got you a surprise.' She said that they had got him a surprise.
'I've forgotten my keys.' He said that he had forgotten his keys.

TIME EXPRESSIONS IN REPORTED SPEECH

Las expresiones de tiempo también cambian al pasar a estilo indirecto.

- this* = *that*
- these* = *those*
- now* = *then*
- next week* = *the following week*
- today* = *that day*
- tomorrow* = *the next day*
- yesterday* = *the day before*
- last week* = *the week before*

REPORTED SPEECH: QUESTIONS AND COMMANDS

Direct questions	Reported questions
'What time is your train?'	She asked what the time his train was.
'Why are you laughing?'	He asked why she was laughing.

- En las oraciones interrogativas en estilo directo el orden es verbo + sujeto.
- En las oraciones interrogativas en estilo indirecto el orden es sujeto + verbo. No se utiliza signo de interrogación.
He asked how old she was.
She asked where the hotel was.
- Si la pregunta en estilo directo no lleva partícula interrogativa, al pasar a estilo indirecto se utiliza *if* o *whether*.
'Are you Spanish?'
He asked if / whether we were Spanish.

REPORTED COMMANDS

Direct commands	Reported commands
'Be quiet!'	He told them to be quiet.
'Put it out'	She told him to put it out.

- En las órdenes en estilo directo se utiliza el imperativo.
- Para pasar una orden a estilo indirecto, se utiliza la siguiente construcción:
 sujeto + verbo + objeto + infinitivo con *to*
She told them to sit down.
He told her to close the window.
- Para pasar una orden negativa a estilo indirecto, se utiliza *not* delante del infinitivo. La construcción es la siguiente:
 sujeto + verbo + objeto + *not* + infinitivo con *to*
'Don't forget your wallet.'
'She told him not to forget his wallet.'
- Otros *reporting verbs* que se utilizan para expresar órdenes son:
advise, encourage, invite, persuade, remind, warn.

REPORTED SPEECH: SUGGESTIONS

Direct suggestions	Reported suggestions
'Shall we go for a walk?'	He suggested that they went for a walk.
'Why don't we go out tonight?'	She suggested that they went out that night.

Para las sugerencias en estilo indirecto se utiliza *suggest* como *reporting verb*.

ABILITY

Modal	Example	Use
can	<i>I can speak French. I can't hear you.</i>	To talk about ability in the present.
will be able to	<i>Soon you'll be able to buy that coat you want. We won't be able to go on holiday as we're too busy.</i>	To talk about ability in the future.
could	<i>Matt could talk when he was three. I couldn't swim very well when I was younger.</i>	To talk about ability in the past.

OBLIGATION, ADVICE AND PROHIBITION

Modal	Example	Use
must	<i>You must remember your homework.</i>	To talk about an obligation.
have to	<i>I have to finish this essay by Monday.</i>	
don't have to	<i>You don't have to come if you don't want to.</i>	To say that there is no obligation to do something.
ought to	<i>You ought to wear red.</i>	To give advice.
should	<i>You should think about going on holiday.</i>	
shouldn't	<i>You shouldn't worry so much.</i>	
mustn't	<i>You mustn't smoke in here.</i>	To talk about prohibition.



¡CUIDADO!



have to y *must* poseen significados similares, pero *don't have to* y *mustn't* significan cosas distintas.

POSSIBILITY AND CERTAINTY

Modal	Example	Use
may	<i>You may be right.</i>	To say something is possible in the present or future.
might	<i>He might already know.</i>	
could	<i>They could be on the train.</i>	
can't	<i>It can't be finished.</i>	To say something is impossible.
must	<i>You must be her daughter.</i>	To say we are sure something is true.

MODAL + PERFECT INFINITIVE

Modal	Example	Use
may have	<i>She may have forgotten.</i>	To say something was possible in the past.
might have	<i>We might have caught the plane.</i>	
could have	<i>We could have crashed.</i>	
can't have	<i>It's cold. She can't have been outside.</i>	To say something was impossible in the past.
must have	<i>It's here. He must have left it behind.</i>	To say that we are sure something was true in the past